

**COTS Enterprise Architecture Workgroup
Meeting Minutes
July 20, 2000**

Members Present: Murali Rao, VDOT (Cochairman); David Molchany, Fairfax (Cochairman); James Jokl, UVA; Bob Pontius, VEC; Bethann Canada, DOE; Tim Bass, VRS; Linda Foster, TAX; Bill Mize, DIT; Ted McCormack, CLG; Randy Horton, DRS; Troy DeLung, DEQ

Members Absent: Bob Haugh, DOC

Staff Present: Dan Ziomek, DTP; Bryan Drake, DIT; Ray Lindquist, VDOT

Guests: Joanne Gray for Bob Haugh, DOC; Jerry Simonoff, DTP; Doug Leber, Tivoli

Agenda:

1:00 to 1:15 Opening Remarks, Review of June 28 Minutes, and Other Administrative Matters – David Molchany, Murali Rao & Dan Ziomek

1:15 to 1:45 Discussion and Approval of COV EA Work Plan

1:45 to 2:30 Discussion and Approval of Infrastructure Domains

- Selection and Organization?
- Development Priorities?
- Documentation?
- Development Plans?

2:30 to 2:45 Break

2:45 to 3:15 Infrastructure Domains - Discussion Continues

3:15 to 3:40 Frequency, Time and Location of Workgroup Meetings

- CRV Workshop – Date, Location, Plan?
- EA/Domain Team Workshop(s)?
- Other Meetings?

3:40 to 3:50 Other Business & Summary of Workgroup Decisions & Action Items

3:50 Adjournment - Location, Date & Time of Next Meeting

Discussion:

The July 20, 2000 meeting of the COTS EA Workgroup was called to order by the Cochairman, Murali Rao. The minutes from the June 28 meeting of the workgroup were approved without revision.

Following introductory remarks by Murali Rao, Dan Ziomek gave a brief summary of decisions made by COTS in their morning meeting. COTS approved the COV ITRM Standard GOV2000-01, subject "Policies, Standards, and Guidelines: Process for Development, Adoption, and Distribution." The approved standard links all policies, standards, and guidelines to the EA domains to be discussed at this meeting. COTS also approved the appointment of David Nims, from the DTP E-Government Division, as the new COTS Executive Director replacing Andy Poarch. Bette Dillehay announced the formation of two new COTS committees: a COTS Executive Committee, which is to meet in alternate months and provide oversight and coordination of ongoing workgroup initiatives (COTS will now meet on alternating months.); and, a Project Management Workgroup, which will focus on development of a PM program for the Commonwealth. Dan closed his comments by reminding members that a limited access page for EA working documents has been set up on the EA Web site.

The proposed Common Requirements Vision (CRV) Workshop was discussed. Members scheduled the workshop for August 14, 2000, from 9 AM to 5 PM at the State Corporation Commission. Members also decided not to initiate development of the Conceptual Architecture (CA) at the CRV Workshop. The CA will be an agenda item for the COTS EA Workgroup meeting following the CRV Workshop.

The COV EA Initiative Work Plan was approved as presented with minor date changes to items 8 and 9 in order to reflect the new schedule for the CRV Workshop. An updated version of the work plan will be placed on the Web site.

After introductory presentations and lengthy discussion, workgroup members approved the proposed COV EA Infrastructure Domains with the following changes: each domain definition will be expanded to provide examples of what the domains are and what they are not; examples of items included in individual domains should be drawn from the current COV architecture, to the extent feasible. Members agreed to forward their proposed wording changes to Bryan Drake by COB Friday July 28, 2000. The proposed revisions will be sent to all members for comment.

Following approval of the EA Infrastructure Domains, the workgroup then discussed how best to prioritize work on the domain architectures. Members agreed that the most urgent need identified in the COTS approved Enterprise Business Strategies (EBS) and the Governor's recent Executive Order 65 is electronic government. Given the clearly identified focus on enabling E-Government, members selected the Middleware, Network, & Security Infrastructure Domains as having the highest development priority.

COTS EA Workgroup members will review the EA Team nominee list and make recommendations for membership on the three priority domain teams. Workgroup members were also asked to volunteer to chair each of the priority domain teams. Each team will consist of 6-8 members, including both business and technical co-chairs. Recommendations should be submitted to Dan Ziomek by COB July 28, 2000. Dan will coordinate with the workgroup co-chairs to develop final membership slates for each of the priority domain team. The selected team members will be encouraged to attend, as observers, the CRV Workshop on August 14, 2000.

Murali Rao stressed the importance of continuous communication and cooperation with other COTS workgroups. Murali requested that copies of EA Workgroup minutes, the approved Infrastructure Domain list, with revised definitions, and the COV EA Initiative Work Plan be sent to the chairpersons of the other COTS workgroups and that all workgroup chairpersons be invited to observe the August 14 CRV Workshop (or send a representative from their respective workgroup).

Summary of Workgroup Decisions and Action Items (Action Item assignments are underlined.) :

1. Decision: Members scheduled the CRV Workshop, to complete the CRV, for August 14, 2000, from 9 AM to 5 PM at the State Corporation Commission.
2. (Note: An inferred action from this decision is that the EA Staff will immediately begin planning for the workshop.)
3. Decision: Members agreed not to initiate development of the Conceptual Architecture (CA) at the CRV Workshop. The CA will be an agenda item for the COTS EA Workgroup meeting following the CRV Workshop.
4. Decision & Action: The COV EA Initiative Work Plan was approved as presented with minor date changes to items 8 and 9 in order to reflect the new schedule for the CRV Workshop. Dan Ziomek will post an updated version of the work plan on the EA Web site.
5. Decision & Action: Workgroup members approved the proposed COV EA Infrastructure Domains with expanded definitions. Members agreed to forward their proposed wording changes to Bryan Drake by COB Friday July 28, 2000. Bryan Drake will coordinate the proposed revisions with the workgroup.
6. Decision: Given the clearly identified focus on enabling E-Government, members selected the Middleware, Network, & Security Infrastructure Domains as having the highest development priority.
7. Action: Members will review the EA Team nominee list and make recommendations, to Dan Ziomek by July 28th, for membership on the three priority domain teams.
8. Action: Members interested in chairing one of the priority domain teams will provide that information to Dan Ziomek by July 28th.
9. Action: Dan Ziomek will coordinate with the COTS EA Workgroup Cochairmen to develop final membership slates for each of the priority domain team. The selected team members will be encouraged to attend, as observers, the CRV

Workshop on August 14, 2000.

10. Action: Dan Ziomek will distribute EA Workgroup minutes, the approved EA Infrastructure Domain list, with revised definitions, and the COV EA Initiative Work Plan to the chairpersons of the other COTS workgroups.
11. Decision: Members agreed that future meetings of the workgroup would begin at 1:30 PM vice 1 PM.
12. Action: Members will come prepared at the next meeting to set a meeting schedule through the end of the year.

Meeting Schedule:

The next workgroup meeting will be August 10, 2000 in the DIT Executive Conference Room @ 1:30 PM. Formal approval of domain team members, review of the revised domain descriptions and plans for the August 14 CRV Workshop will be the main topics on the next agenda. While the time and location of future meetings was briefly discussed, a final decision on the workgroup meeting schedule through the end of the year was delayed until the next meeting.